



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 12713.6A
HRHD
5 Dec 97

MARINE CORPS ORDER 12713.6A

From: Commandant of the Marine Corps
To: Distribution List

Subj: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Ref: (a) Title VII of the Civil Rights Act of 1964 as amended
(b) Rehabilitation Act of 1973 as amended
(c) Age Discrimination in Employment Act of 1967 as amended
(d) Equal Pay Act of 1963 as amended
(e) 29 CFR 1614

Encl: (1) Discrimination Complaint Process
(2) Special Observances

1. Purpose. To state policy, assign responsibilities, establish procedures, and provide information with respect to Equal Employment Opportunity (EEO) Programs as provided in references (a) through (e).

2. Cancellation. MCO 12713.6.

3. Coverage. The EEO Program discussed here is applicable to both appropriated and nonappropriated fund employees, applicants for employment, and former employees of Headquarters, U.S. Marine Corps; Headquarters Battalion, Henderson Hall; Marine Barracks and Marine Corps Institute; and the Advance Amphibious Assault Vehicle Technical Center.

4. Policy. It is the policy of the Commandant of the Marine Corps to provide equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or physical or mental disability; and to promote the full realization of equal employment opportunity through continuing affirmative efforts.

5. Background. Per the references, nondiscrimination in employment is a matter of law and requires affirmative action to make EEO a reality. EEO must be an essential and integral element of the entire management process. The EEO Program does not countermand merit and fitness as the basic criteria of Federal personnel management; it reaffirms that nonmerit factors shall not be considered.

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6. Responsibilities

a. General. Support of the EEO policy and program objectives are conditions of the privilege granted to serve the nation in either a military or civilian status. The degree of support expected is in direct proportion to the nature and level of position held. Staunch support of EEO is a responsibility of every person, and the higher the position held, the greater that responsibility. Civilian managers and supervisors of civilian employees will be evaluated on their acceptance, promotion, and demonstrated support of EEO policy in connection with performance appraisals, ratings, and fitness reports.

b. Program Officials. The following officials and employees have specific responsibilities under the EEO Program:

(1) Equal Employment Opportunity Officers (EEOO's). The following EEOO's are personally responsible for executing EEO policy, modifying policies and practices found to have an unlawful discriminatory impact, and ensuring that disciplinary and/or other administrative action is considered against individuals when discrimination/inappropriate conduct is substantiated:

- (a) Director of Administration and Resource Management
Headquarters, U.S. Marine Corps
- (b) Commanding Officer
Headquarters Battalion, Headquarters, U.S. Marine Corps
- (c) Commanding Officer
Marine Barracks, Washington, DC/Director, Marine Corps Institute
- (d) Direct Reporting Program Manager
Advance Amphibious Assault Vehicle Technical Center

(2) Deputy Equal Employment Opportunity Officer (DEEOO). The DEEOO is the principal advisor to the EEOO's on all EEO matters. The DEEOO has major program responsibility for planning, developing, and monitoring EEO plans and programs. The DEEOO also provides assistance and guidance to managers and EEO Program personnel in developing and implementing an effective EEO Program.

(3) Equal Employment Opportunity Specialist

(a) EEO Counselor. The EEO Specialist is the full-time EEO counselor and will conduct interviews and seek information to obtain a full understanding of problems employees feel are related to EEO. The primary objective of the counselor will be to resolve complaints informally. Discrimination complaints will be processed in accordance with enclosure (1).

(b) Special Emphasis Program Manager. The EEO Specialist is the Special Emphasis Program Manager (SEPM) and is responsible for identifying employment related issues impacting on the status and treatment of minorities, women, and disabled individuals. Key duties focus on developing programs and integrating recommendations into the goals and objectives resulting from overall planning and other formal organizational instruments. Special observances recognized through the year are identified at enclosure (2).

c. Director, Civilian Human Resources Office (CHRO). The Director, CHRO, will manage and evaluate the discrimination complaints process, ensure that adequate resources and trained personnel are available to implement EEO goals and objectives, and advise the EEOO on matters that require attention

d. Managers and Supervisors. Managers and supervisors are the key to an effective EEO program. They are to ensure that their actions and work environment are free from discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal for a person's involvement in the discrimination complaint process or for opposing an unlawful discriminatory employment practice. When a situation does arise, immediate steps should be taken to correct the situation. If the situation has progressed to the discrimination complaint stage, managers and supervisors are to cooperate with EEO officials, participate in the resolution of informal complaints, and cooperate with efforts to settle formal complaints. Managers and supervisors are to ensure that individuals involved in the discrimination complaint process are free from restraint, interference, coercion, and reprisal.

e. Employees. Employees should conduct themselves in a manner consistent with the principles of EEO. They should initiate discussions with their immediate supervisor when they recognize a potential source/area of discrimination, and cooperate fully with management in resolution efforts. The employee, former employee, or applicant for employment who believes that discrimination has occurred should contact the EEO counselor within 45 days of the alleged discriminatory incident or within 45 days when they became aware of the alleged discriminatory incident. Employees should not use the complaint process for selfish reasons or just to harass management, but rather to resolve a situation or problem with discriminatory implications.

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This is not to be construed as discouraging employees from exercising their use of the complaint process. When the employee is satisfied with the information obtained during the process or when warranted, the individual may elect to withdraw the complaint. Employees are to cooperate fully with EEO officials in processing and resolving complaints of discrimination.

7. Affirmative Employment Program Plan (AEPP). The EEOO for HQMC will develop and issue an AEPP which will contain specific planned actions designed to overcome barriers effecting minorities, women, and disabled individuals. It will also contain a report addressing initiatives developed that have successfully contributed to eliminating previous reported barriers or negative trends. The AEPP will cover all activities serviced by HQMC the DEEOO will coordinate the development of the AEPP with managers and supervisors who will be responsible for successful accomplishment of the AEPP.

8. Action

a. EEOO's will:

(1) Ensure this Order is read by all civilian and military manager supervisors and civilian employees.

(2) Ensure minorities, females, and disabled individuals are represented within their organization and give full consideration to these employees in all employment related matters.

(3) Ensure that the mandatory EEO objective for civilian managers and supervisors who have personnel management decision-making responsibilities is addressed in their performance evaluations.

(4) Ensure managers and supervisors demonstrate personal interest and support for the EEO Program and communicate goals and objectives to their subordinates.

b. DEEOO will:

(1) Develop information materials on all aspects of the EEO Program.

(2) Participate in the development and/or review of all civilian personnel management policies and programs and advise as to impact on EEO objectives.

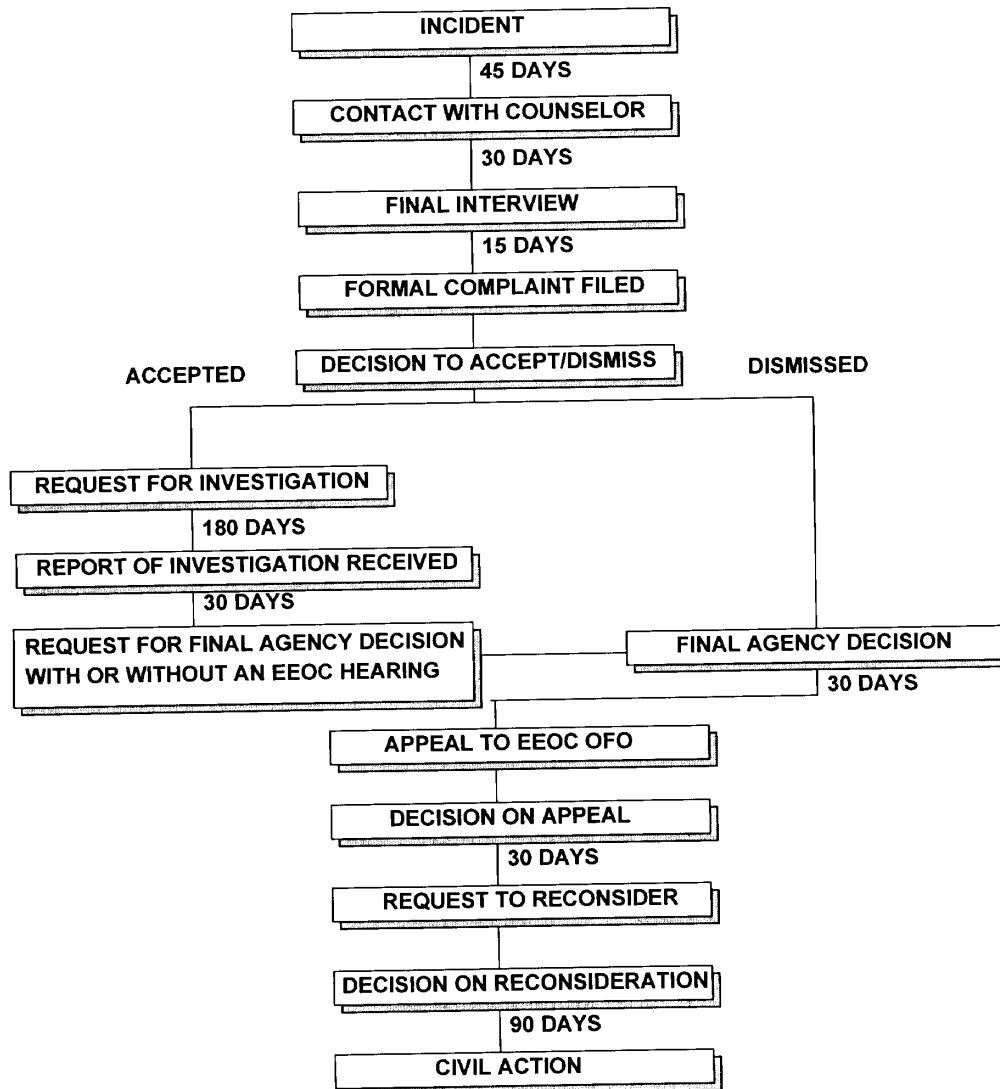
- (3) Assist in the development and coordination of the AEPP.
- (4) Participate in developing training for all managerial and civilian personnel.
- (5) Maintain liaison with community groups and institutions aimed at minorities, women, and disabled individuals.
- (6) Monitor all formal discrimination complaints to assure compliance with reference (e).
- (7) Prepare EEO reports and correspondence.

By direction


LEO J. KELLY
By direction

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CIVILIAN DISCRIMINATION COMPLAINT PROCESS



29 CFR, PART 1614

SPECIAL OBSERVANCES

JANUARY - Dr. Martin Luther King, Jr. Birthday Observance

FEBRUARY - African-American History Month

MARCH - National Women's History Month

MAY - Asian/Pacific Islander History Month

25 AUGUST - Women's Equality Day

15 SEPTEMBER - 15 OCTOBER - Hispanic Heritage Month

OCTOBER - Disability Employment Awareness Month

NOVEMBER - Native American History Month